



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 11100.1A
OOE-1

05 JUN 2002

NETPDTC INSTRUCTION 11100.1A

Subj: **PROCEDURES FOR MATERIAL ZONE INSPECTION**

Ref: (a) U.S. Navy Regulations 1990
(b) OPNAVINST 3120.32C
(c) OPNAVINST 5100.23E

Encl: (1) Material Zone Inspection Safety Check List
(2) NETPDTC Form 4730/1 (Inspection Report)
(3) NETPDTC Zones and Associated Buildings
(4) NETPDTC Form 4730/2 (Discrepancy Form)
(5) Saufley Field Map

1. **Purpose.** To provide guidance and establish procedures for conducting material zone inspections in all spaces and areas within the command.

2. **Cancellation.** NETPDTCINST 11100.1

3. **Revision.** Since this is a major revision, marginal notations are not annotated. This revision should be read in its entirety.

4. **Background.** Per references (a) through (c), Commanding Officers are required to establish and maintain a zone inspection program ensuring the material readiness of their command is maintained.

5. **Discussion.** Zone inspections of NETPDTC spaces will be conducted by inspectors as designated in the Plan of the Week (POTW). Department Directors or their representatives are responsible for their assigned areas. In this capacity, they will work with the PWC Liaison Officer and Command Safety Officer to report trouble calls and to obtain equipment, assistance, and guidance. Material Zone Inspections are an important indicator of the operational readiness and material condition of the command. Such inspections are necessary to discover and correct deficiencies early enough to prevent further deterioration, costly failures, safety violations or mishaps. Zone inspections are conducted by E-7 and above personnel in the command. Each zone will be inspected once per quarter at a minimum (Apr, Jul, Oct and Jan). The inspection team will consist of the Inspecting Officer and a Recorder (Work Center LCPO or Civilian Supervisor).

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Enclosures (1) through (5) shall be utilized in performing this task.

6. Action

a. The Zone Inspector Coordinator will:

(1) Prepare and disseminate a zone inspection schedule on a quarterly basis.

(2) Maintain a Zone Inspection file that contains non-corrected Discrepancy Reports, the current quarterly schedule, this instruction and previous two quarters of completed Discrepancy Reports.

(3) Periodically review the Zone Inspection program for usefulness.

(4) Consolidate and forward the zone inspection results to the Executive Officer for review via the Safety Officer.

b. The Safety Officer will:

(1) Review all Discrepancy Reports for safety violations.

(2) Take action to expeditiously correct identified safety discrepancies.

c. The Zone Inspector will:

(1) Utilize enclosures (1) and (2) for submission of the zone inspection report. Classroom instruction and routine work should continue during zone inspections. All spaces will be made available to inspectors.

(2) Zone inspectors will inspect only those buildings and grounds within assigned zones. To determine reportable discrepancies, the inspector will consider the building and grounds purpose or use. Inspectors will be thorough, with particular attention given to potential safety and fire hazards. A list of items that should be carefully considered during inspections is shown in enclosure (1). Any situations, which pose imminent threat to personnel or property, are to be immediately brought to the attention of the Department Director. The Director will then notify the PWC Liaison Officer and Safety Officer.

(3) Zone inspectors will utilize enclosure (2) and prepare a legible report of his/her inspection. The inspection

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folder will be returned to the Command Zone Inspection Coordinator no later than two days following the zone inspection.

d. The Workcenter LCPO or Civilian Supervisor will:

(1) Take corrective action on deficiencies noted in the Discrepancy Report.

(2) Forward the original Discrepancy Report up the Chain of Command.

(3) Prepare work request forms for all corrective action that cannot be completed within 48 hours, or must be completed by another department.

(4) Forward completed Discrepancy Report when discrepancies have been corrected.

e. The Work Center LCPO or Civilian Supervisor will review the completed forms to ensure proper completion and adequate corrective action has been taken.

f. The Department Director will:

(1) Review the completed forms to ensure appropriate corrective actions have been taken.

(2) Forward completed Discrepancy Reports to Zone Inspection Coordinator, Safety Officer and Executive Officer for their review.

g. Command Duty Officers will utilize enclosures (4) and (5) during their duty day to report any unsafe work condition or unsatisfactory material condition of spaces to the chain of command. CDOs should do a walk around of the grounds and areas each morning.

h. All Department Directors and Zone Inspectors will familiarize themselves with the information contained herein and ensure compliance.

7. All actions shall be completed within 15 working days from date of inspection.


G. B. DYE

NETPDTCINST 11100.1A

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Distribution: (NETPDTCINST 5216.1F)

Lists I, IA, and II

NETPDTC SWO

NETPDTC CDO Binder

Web Access: MAIN INDEX

<https://pennnd09.cnet.navy.mil/netpdtc/directives.nsf>

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NETPDTC MATERIAL ZONE INSPECTION SAFETY CHECK LIST**1. BUILDING AND GROUNDS**

- a. Proper lighting provided?
- b. Are handrails provided for stairs and are they in good condition?
- c. Steel plates and drain covers in place?
- d. Premises free of rubbish?
- e. Walkways free of potential trip hazards?

2. STORAGE SHELVES AND ROOMS

- a. Materials neatly stacked on shelves?
- b. Tools, equipment and parts neatly stowed when not in use?
- c. Fire lanes maintained free of obstacles in storage rooms?
- d. Flammables not being stored in general storage unless in approved flammable storage lockers?

3. FIRE PROTECTION

- a. Are extinguishers properly marked for use on A, B or C fires?
- b. Are extinguishers regularly inspected for pins, cracked hoses, tags and seals?
- c. Is there clear access to all extinguishers?
- d. Location of Fire Stations clearly marked?
- f. Is there a local and current Fire Bill posted and are personnel trained in their duties?
- g. Extinguishers checked and weighed in the last 12 months?

4. SANITATION

- a. Toilet bowls, lavatories and showers clean?
- b. Adequate ventilation?

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- c. Drinking fountain or water cooler clean?
- d. Waste containers provided and surfaces kept clean?
- e. Toilet tissue and towels provided in common areas?
- f. Refrigerators clean and regularly defrosted?
- g. No opened food containers in refrigerators?
- h. Coffee Mess Authorization posted?
- i. Coffee mess area clean?

5. GENERATORS AND ELECTRIC EQUIPMENT

- a. Oil or grease drippings?
- b. Area under generators clean?
- c. Tools in proper place?
- d. Guards provided and in the proper position?
- e. Tool lockers and workbenches clean and free of unnecessary materials?
- f. Electrical equipment properly grounded?
- g. Energized parts of switch and fuse boxed enclosed to prevent electrical shock?
- h. Personal protective clothing and equipment being used, such as goggles, gloves, safety shoes, etc.?
- i. Personal protective clothing and equipment properly stowed when not in use?

6. FLOORS AND AISLES

- a. Free of tripping and slipping hazards and swept clean?
- b. Parts and equipment not stored or being stacked in aisles?
- c. Surface free of holes and broken tiles?
- d. Ripped, torn or wrinkled carpeting?

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- e. Cracks in walls or holes in ceiling?
- f. Broken or loose steps?
- g. Nonskid material on steps and in good repair?

7. ELECTRICAL

- a. Frayed or spliced electrical cords?
- b. Tube retainers or guards on light fixtures?
- c. Broken, loose or missing receptacle covers?
- d. Extension cords with more than one receptacle being used for a limited time?
- e. All electrical outlets clearly marked for voltage and date when last tension/polarity tested?
- f. Electrical equipment is tagged properly.

8. OFFICE SAFETY

- a. Is office free of trip hazards such as cords across aisles or supplies stacked in such a manner to create a trip hazard?
- b. Are filing cabinets and desk drawers kept closed?
- c. Are there any unauthorized coffee messes or hot plates in use?
- d. Are refrigerators and microwave ovens listed on the coffee messes?
- e. Are there sufficient electrical outlets for office machines?

9. SAFETY

- a. Observed unsafe practices during inspection?
- b. Work areas around equipment kept neat and free of slip and trip hazards while work are in progress?
- c. Do safety boards contain rope, blanket and sanded cane for shock victims and emergencies?

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- d. Are work areas cleaned after work is completed?
- e. Hazardous materials being stored in flammable lockers?
- f. Do flammable lockers contain all Material Safety Data Sheets (MSDS) for chemicals it contains as well as a current inventory listing?
- g. Restricted areas properly marked, e.g., No Smoking, High Voltage, etc.?

Date Inspected: _____

SIGNATURE

DATE

THIS INSPECTION DOES/DOES NOT CONTAIN DISCREPANCIES THAT ARE
SAFETY MATTERS REQUIRING IMMEDIATE ATTENTION.

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NETPDTC ZONES AND ASSOCIATED BUILDINGS

1. ZONE 1: Building 2435 (1st Deck North and Grounds)
(1st Deck South)
2. ZONE 2: Building 2435 (2nd Deck North)
(2nd Deck South)
3. ZONE 3: Building 2435 (3rd Deck North)
(3rd Deck South)
4. ZONE 4: Buildings 846 and 2438
5. ZONE 5: Buildings 802 (Security), 803, 803A, 827 and 853
6. ZONE 6: Buildings 807 (Hanger), 2402 and 2403 (Recycling Center)
7. ZONE 7: Buildings 850, 850A, 857, 2421, 2461 and 2472
8. ZONE 8: Buildings 839, 2434

DISCREPANCY FORM 05 JUN 2002

Date: _____

From: Command Duty Officer
To: Executive Officer
Via: Safety Officer
Zone Inspection Coordinator

Subj: DISCREPANCY REPORT

Discrepancy

Building #	Room #	Remarks

CDO Signature: _____

Corrective Action Taken

Building #	Room #	Remarks

SAUFLEY FIELD

